

### **LAW DEPARTMENT SUMMARY**

The Law Department provides legal counsel to the City Council, City Manager and all departments, boards, agencies, and commissions of the City. The legal staff represents the City in legal actions and prosecutes cases in Municipal Court. Other responsibilities include preparation of ordinances and other legal instruments and issuance of legal opinions. This office administers a diversion program for first-time drunk driving offenders, prosecutes a significant number of cases in Environmental Court and manages the Domestic Violence Program.

#### **Budget Highlights**

The adopted 1992 budget is increased \$47,740 over the 1991 adopted budget. The revised 1991 budget reflects an increase of \$21,060 above the 1991 adopted budget.

- An Attorney II position has been deleted for the remainder of 1991 in exchange for an Assistant to the Director position. The net financial impact is a decrease of \$3,760 in 1991 and \$9,490 in 1992. The Assistant to the Director position will be responsible for case tracking, budget development, financial and personnel administration within the department, and general office management, relieving Attorneys of these tasks to allow more time for legal casework.
- A program for Deferred Misdemeanor Theft prosecution is scheduled to begin later in 1991. This program will generate offsetting revenues and will function similar to the Domestic Violence Program.

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#### **Budget Summary**

	<b><u>1990 Actual</u></b>	<b><u>1991 Adopted</u></b>	<b><u>1991 Revised</u></b>	<b><u>1992 Adopted</u></b>
Personal Services	\$854,988	\$943,740	\$965,100	\$984,440
Contractual Services	98,086	104,200	103,900	111,480
Commodities	12,259	10,500	10,500	10,500
Capital Outlay	0	240	240	0
Other	0	0	0	0
<b>Total</b>	<b><u>\$965,333</u></b>	<b><u>\$1,058,680</u></b>	<b><u>\$1,079,740</u></b>	<b><u>\$1,106,420</u></b>

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**CITY OF WICHITA 1992 / 93 ANNUAL BUDGET**

FUND: 110 - GENERAL FUND  
DEPARTMENT: 04 - LAW

	1990 ACTUAL	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
110 Regular Salaries	684,473	750,260	769,540	776,220	776,220
120 Special Salaries	2,941				
130 Overtime	177				
140 Employee Benefits	167,397	193,480	195,560	208,220	208,220
SUBTOTAL PERSONAL SERVICES	854,988	943,740	965,100	984,440	984,440
210 Utilities					
220 Communications	11,510	11,540	11,540	11,540	11,700
230 Transportation and Training	4,227	5,750	5,450	5,450	5,450
240 Insurance					
250 Professional Fees	3,649	14,760	14,760	22,340	22,340
260 Data Processing	54,861	53,540	53,540	53,540	55,680
270 Equipment Contractuals	1,332	700	700	700	700
280 Building and Grounds Contractuals					
290 Other Contractuals	22,507	17,910	17,910	17,910	17,910
SUBTOTAL CONTRACTUAL SERVICES	98,086	104,200	103,900	111,480	113,780
310 Office Supplies	11,558	9,550	9,550	9,550	9,550
320 Clothing and Towels					
330 Chemicals					
340 Equipment Parts		500	500	500	500
350 Materials					
360 Equipment Supplies					
370 Building Parts	236				
380 Non-Capitalizable Equipment					
390 Other Commodities	465	450	450	450	450
SUBTOTAL COMMODITIES	12,259	10,500	10,500	10,500	10,500
410 Land					
420 Buildings					
430 Improvements					
440 Office Equipment		240	240		
450 Vehicular Equipment					
460 Operating Equipment					
SUBTOTAL CAPITAL OUTLAY		240	240		
510 Interfund Transfers					
520 Debt Service					
530 Other Non-Operating Expenses					
540 Other					
SUBTOTAL OTHER					
TOTAL	965,333	1,058,680	1,079,740	1,106,420	1,108,720

**CITY OF WICHITA 1992/93 ANNUAL BUDGET**

**FUND: 110 - GENERAL**  
**DEPARTMENT: 04 - LAW**

The Law Department represents the City in all legal actions brought against the City or initiated by the City, including prosecution in the Municipal Court. The department investigates and makes recommendations on claims for damages filed against the City and provides legal counsel to the City Council, City Manager, departments, boards, agencies, utilities and commissions of the City.

Other responsibilities are to draft and approve ordinances, resolutions, contracts, and other legal instruments; to render legal opinions as requested; and to provide legal assistance in labor relations, cable television matters, and the City's legislative program.

The City Attorney is also charged with the responsibility of administering a domestic violence deferred prosecution program and a diversion program for DUI first-time offenders.

POSITION TITLE	POSITIONS			1992 EMPLOYMENT RANGE	1991 ADOPTED	1991 REVISED	1992 ADOPTED	1993 ESTIMATED
	1990 RVSD	1991 RVSD	1992 ADOPTED					
Dir. of Law & City Attorney	1	1	1	001	63,500	60,000	65,000	65,000
First Attorney	1	1	1	004	52,310	55,980	55,980	55,980
Senior Attorney	2	2	2	005	97,020	97,950	88,170	88,170
Attorney III	3	3	3	008	126,260	135,900	140,900	140,900
Attorney II	3	2	2	010	100,880	98,000	73,500	73,500
Assistant to the Director	0	1	1	629	0	9,290	29,290	29,290
Attorney I	3	3	3	628	89,840	87,850	90,930	90,930
Attorney (PT)	3	3	3	627	93,130	101,720	105,280	105,280
Probation Officer	1	2	2	625	51,470	52,050	53,870	53,870
Administrative Secretary	1	1	1	620/21	25,360	25,350	26,240	26,240
Legal Secretary	4	4	4	620	96,790	91,320	94,520	94,520
Secretary	1	1	1	618/19	18,250	18,200	18,840	18,840
<b>Subtotal</b>	<b>23</b>	<b>24</b>	<b>24</b>		<b>814,810</b>	<b>833,610</b>	<b>842,520</b>	<b>842,520</b>
<b>ADD: Longevity</b>					<b>3,730</b>	<b>3,750</b>	<b>3,900</b>	<b>3,900</b>
<b>LESS CHARGES:</b>								
Tort Liability					(34,140)	(33,910)	(35,100)	(35,100)
Workers' Compensation and Unemployment Compensation					(34,140)	(33,910)	(35,100)	(35,100)
<b>TOTAL</b>					<b>750,260</b>	<b>769,540</b>	<b>776,220</b>	<b>776,220</b>